

**571—13.9 (455A,461A,462A) Permit application.** Applicants shall apply for permits using an application form provided by the department. Applicants shall state the need for the proposed construction or use, the availability of alternatives, and the measures proposed to prevent, minimize or mitigate adverse impacts to natural resources or public use of the affected area. The department reserves the right to refuse to review incomplete applications. Each application, including all amendments, shall be signed by the applicant and authorized agent if one shall be so appointed by the applicant. The applicant's signature shall acknowledge that the application is accurate and made in good faith.

**13.9(1)** For purposes of this rule, the department will deem an application complete if the application meets all of the following criteria. The application:

- a.* Is provided on the department's form, and all fields are completed and legible;
- b.* Includes the name(s), mailing address and telephone number of the applicant(s) and authorized agent(s), if applicable;
- c.* Describes the proposed activity, including:
  - (1) Physical address and legal description of the location where the proposed activity is to occur; a written description of existing natural and man-made structures and features; an aerial photograph, if possible or available; and a ground-level photograph(s) showing the area where the activity is proposed to occur;
  - (2) Schematic or design plans, including cross sections and plan views, that accurately and clearly depict the proposed activities;
  - (3) Description of the construction methods used to complete the project, the methods used to transport material to the site, and the type and amount of material to be used;
  - (4) Description of measures proposed to prevent or minimize adverse impacts on the property in the proposed area;
  - (5) Description of any borrows or disposal sites, including the location of any borrows or disposal sites and the type and amount of material to be borrowed or disposed of in them;
- d.* Includes identification of the ordinary high water line, if the proposed activities are in or near a meandered sovereign lake or meandered sovereign river;
- e.* Describes alternative plans to undertake the activity that may be available to the applicant;
- f.* Identifies the need for the proposed activity in the proposed project area;
- g.* Provides a statement of consent for the department to enter the property during the term of the proposed permit.

**13.9(2)** For applications that provide for an authorized agent to perform part or all of the proposed activities, the following additional information shall be required to constitute a complete application:

- a.* Statement signed by the authorized agent and applicant;
- b.* Statement signed by the authorized agent acknowledging that the authorized agent is aware of such designation and is responsible to complete the identified work; and
- c.* Description of the work to be completed by the authorized agent.